Data Uploads ISEE vs. FFF

ISEE Uploads

Monthly, district certified and validated ISEE Upload through the State Reporting Manager (SRM).

Certified data is then loaded into SRM Production, and ultimately into the Core Database also known as the "Source of Truth".

Certified data is then distributed out to other applications such as EdFacts, IPASS, ISAT, Staffing and Schoolnet.

Core

SN

FFF Uploads

Five File Format (FFF) Uploads are nightly uncertified data uploads through a secure File Transfer Protocol (SFTP) for Schoolnet use.

Uncertified data is <u>NOT</u> loaded into the Core Database and will not have any data validations conducted while being loaded from the district.

Once uploaded by the district, a limited validation and ETL process occurs allowing instructional staff access to timely data to support instruction.

Limited Validation & ETL Process

Schoolnet

For more information please contact
Todd King at tking@sde.idaho.gov

Non-PowerSchool

Five File Format (FFF) Upload Process Document

A Step-by-Step Process to Conducting Nightly Data Upload

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Document Overview and Intent

Idaho school districts have been conducting monthly ISEE Uploads since 2010-2011. While this process serves a number of purposes such as collecting data for EdFacts, IPASS, ISAT and others, the Idaho State Department of Education (SDE) has been working through a data collection process that would allow more timely data within Schoolnet with the Five File Format (FFF) Upload.

The FFF is a non-certified, non-validated data collection method which will allow district instructional staff access to more timely data linking teachers to students to courses. With the availability of the FFF, instructional staff will no longer be waiting several weeks for updated data within Schoolnet.

The intent of this document is to support individuals at the district level to understand the difference between the full ISEE Upload and the new FFF upload. This document will also provide step-by-step information to successfully conduct a FFF upload for **non-PowerSchool districts**.

Full ISEE Upload vs. FFF Upload

While the monthly ISEE Upload is a district certified data set which goes through all of the ISEE validation processes, the FFF is a nightly or weekly data upload which is not district certified nor does it go through any validation. The full ISEE Upload is, and will continue to be the data set which populates into the Core Database also known as the "Source of Truth" whereas the FFF upload will be uploaded in a Secure File Transfer Protocol (SFTP). Once the FFF upload is uploaded to the SFTP, it will then be sent to Schoolnet to allow more relevant and timely data by district instructional staff.

Conducting an FFF Upload

Step 1: Extracting Files from District Student Information System (SIS)

The data sets that will be submitted to the SFTP for the FFF upload are the same data sets that are sent to the state within the full monthly ISEE Upload. The files needed for the FFF upload are as follows:

1. Staff Assignment
2. Staff Demographics
3. Student Course Enrollment
4. Student Demographic
5. District Test File (Optional)

Step 2: Uniform Naming Convention

The files that are extracted from your SIS, or compiled manually must follow a uniform naming convention. The reason for a uniform naming convention is to ensure that your data is properly extracted, transferred and loaded into Schoolnet in a timely manner. Please use the following uniform naming convention:

NOTE: Please provide your own 3 digit district number in place of the "000" below

> **000_staffassign_20130723.csv**
> **000_staffdemo_20130723.csv**
> **000_studentdemo_20130723.csv**
> **000_stucrsenr_20130723.csv**
> **000_studenttest_20130723.csv**

Step 3: Accessing the SFTP Site

Once you have successfully collected the required files to conduct the FFF upload, you will then need to access the SFTP site. To access the SFTP site, you will need to download an FTP client to gain access. There are a number of free clients available, but a few suggestions would be FileZilla ⬀ or Core FTP ⬀. For the purposes of this document, FileZilla will be used as an example. Once you have downloaded a software client of
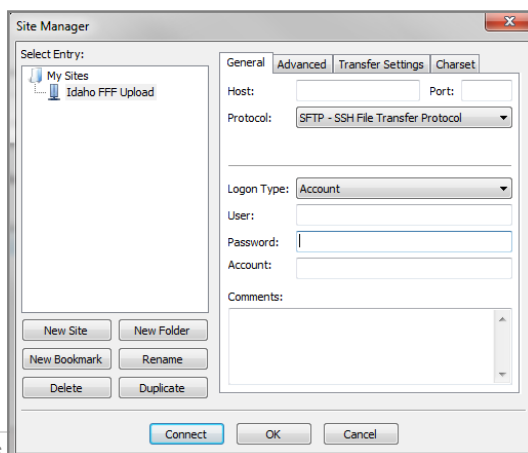
your choice, use the following credentials to gain access to the FFF Upload server:

- **Site Name:** Idaho FFF Upload
- **Host/IP/URL:** *Provided by ISEE Coordinator*
- **Username:** *Provided by ISEE Coordinator*
- **Password:** *Provided by ISEE Coordinator*
- **Port:** 22

Having trouble connecting to the SFTP site? Please contact SDE Support at (208) 332-6923

Step 4: Loading Files to the SFTP Site

Once you have gained access to the FFF uploads SFTP site, you will then need to load the associated files to the server. If using FileZilla application, your screen will look similar to the screenshot below:
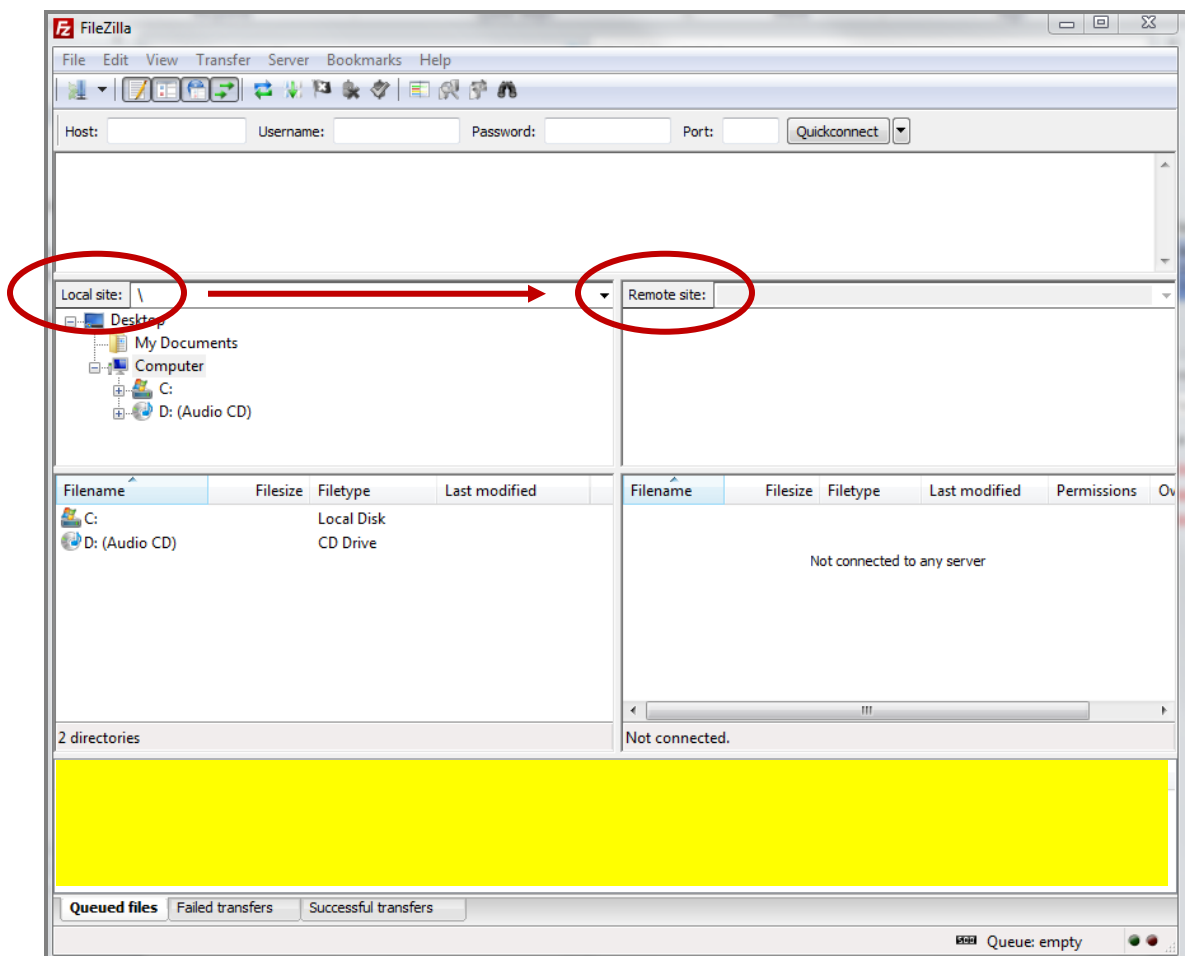

As seen within the screenshot, you will locate the appropriate file to upload on the **local site**. Once located, you will then highlight files and drag-and-drop those files into the **remote site** as

indicated above. Once you have completed the drag-and-drop process, it may take several minutes to complete the upload process to the remote server. The status and time remaining for each file will be listed in the yellow highlighted section in the above screenshot.

Step 5: Check Your Work

* Note: Files loaded to the SFTP site are 'write only' – no confirmation will be received nor will you be able to review what has been sent after posting.

Once the status of all files has been displayed as 'complete' within the yellow highlighted section indicated in the screenshot above, you will then need to check your work to ensure that the process has been completed. If your files have been properly loaded to the SFTP server, they will display in the yellow highlighted section of the screenshot below, once you have clicked on the "Successful transfers" tab:
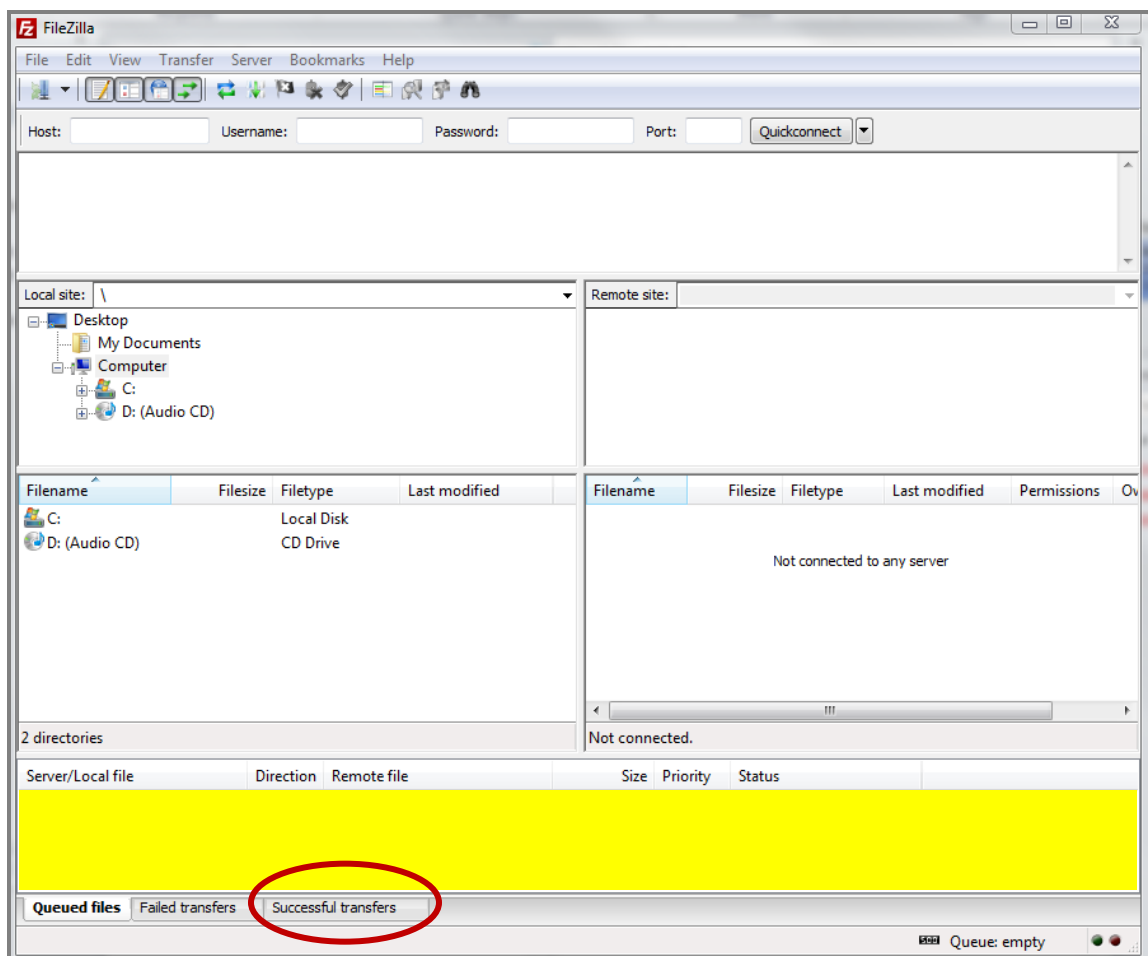
Support Contacts

- **Todd King, IT Resource Manager – tking@sde.idaho.gov**
- SDE Support Desk – support@sde.idaho.gov
- Bob Quant, Region 1 & 2 ISEE Technical Coordinator – bquant@sde.idaho.gov
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